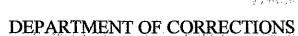
### COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS







Vicente Taman Seman Building P.O. Box 506506, Saipan, MP 96950 Telephone: (670) 664-9061 Facsimile: (670) 664-9515

of Brack to be that the second of the contract of the second

Part	Section	Subject	Policy No.	Review Date
Administration		: 11	Markett genotice to the	
and	Citizen and Volunteer	Citizen Involvement and		
Management	Involvement	Volunteers	1.7.1	
	ACA Standards 2 AI DE-1C 01 Overlise I Develop Constitutes Websetson Service De-			
	1G-02 Line of Authority for Citizen Involvement and Volunteer Service Program; 1G-			Program; 1G-03
ACA	Screening and Selection of Volunteers; 1G-04 Official Registration and Identification for			
Standards	Volunteers; 1G-05 Volunteer Perform Professional Service when Certified; 1G-06			ed; <u>1G-06</u>
	Volunteers Compete Training Program Prior to Assignment; 1G-07 Volunteers Agr			
	Abide by the Rules Relating to Security and Confidentiality; <u>1G-08</u> Current Schedule of Services is Available to All Inmate/Detainees			rent Schedule of
Consent	Paragraph 54, Develop Facility Policies and Procedures			
Decree	raragraph 34, Develop Fac	inty rollcles and Procedures	. <u></u>	

The second of the second of the second of the second

### I, PURPOSE

To describe the programs that will be used in the Department of Corrections facility to facilitate the us of volunteers.

Control of the property of the control of the contr

#### II. POLICY

It is the policy of DOC to include the use of non-staff resources, primarily volunteers, to provide services for the benefit of staff, inmates and detainees

### III. DEFINITION

Volunteer: Any person who, by his or her own free will, provides services with no monetary or material gain.

Programme de la compansa de la comp

# IV. PROCEDURES AND ARCHIVE A CONTRACT OF A PROCEDURE OF A CONTRACT OF A

All volunteers providing professional services must be certified or licensed for the service he or she is providing for the facility. Volunteers will be under the general supervision of the Program Coordinator when providing service in the facility. All volunteers are required to receive 16-hours of orientation and training prior to assuming their duty in the facility and 16-hours of re-orientation every year thereafter.

Consider the second of the second of the second

grown was as a spile of the earling algorithm for the contract was agreed as the contract of the contract of

# A. Types of Volunteers

Types of volunteers are categorized into two categories:

1. Regular volunteers are those who come in the facility for more than once a month.

化二氯化物 医电影 医电影 医电影

2. Short-term volunteers are used on an infrequent basis and only called on a needed basis.

# B. Orientation and Training

andi wa wasi

Volunteers are required to have 8 hours of orientation and training prior to assuming assignment in the facility, and will receive 8 hours annual refresher training every year thereafter.

At a minimum, orientation and training will include the following:

- 1. Policy Orientation
  - 2. Department of Corrections Rules and Regulation
  - 3. Task Orientation
  - 4. Facility Security
  - 5. Emergency Procedure (fire, natural disaster, escape, hostage taking)
  - 6. Department of Corrections Organization

## C. Functions of Volunteers

Functions of volunteers will be assisting the needs of inmates/detainees and the facility by providing the needed service. Volunteers provide, at a minimum, the following:

- 1. GED and ABE
- 2. Religious Service
- 3. Drug and Alcohol Counseling

in the case for the gallactical materials and relating the color of the classic forms.

- 4. Parenting Anonymous
- 5. Community Outreach Program

  on the support of th

The services of volunteers may supplement, but not supplant service, activities, and functions of employees of the facility. Recruitment of volunteers may include the media, educational facilities, public agencies and individuals.

# . 18 2028 **Dis Coordination** bedies 2004 febre of a coordination of parties of parties of the febre of the fe

The Program Coordinator will serve as the Volunteer Coordinator, overseeing the recruitment, screening, orientation, and actual supervision and setting of schedules of all volunteer programs. Scheduled periodic meetings will be conducted for all volunteers to seek suggestions for improving programs and also to discuss any concerns. Minutes will be recorded for documentation purposes.

# E. Eligibility

Any person requesting to be in the volunteer program must meet the following requirements:

The Miller Range of the Section of the Control of the Section of t

1. Must be 21 years of age and older and sufficiently mature to handle the responsibilities of a volunteer.

Control of the second section of the second

- 2. Have no criminal record
- 3. No history of mental illness
- 4. Provide credentials for specific services, if applicable
- the gase of 5.7 Complete required orientation and training the special control of the control of

# F. Application and Processing

Individuals wanting to be volunteers must submit a written request to the Program Coordinator, stating the type of program to offer and also submit schedule proposal of the program. The Program Coordinator will review request and will make a recommendation to the Commissioner of Corrections for approval or not. Volunteers will be informed in three to five business days of the result of the request. If approved, the requesting volunteer must meet with the Program Coordinator regarding conditions of the program.

# G. Briefing and Supervision

Approved volunteers will be briefed on all pertinent rules and procedures, particularly the hostage policy, confidentiality of information gained through their program, chain of command, and their responsibilities to staff. Volunteers will be under the supervision of a shift commander when in the facility performing duties as volunteers. All volunteers will agree in writing to abide with all institutional rules, especially those relating to facility security and confidentiality information. Inmates/detainees will be advised that volunteers will enforce all rules and regulation when programs are in session and will terminate the program in the event that any problem arises.

### H. Termination

Volunteers may be terminated for cause or prohibited from entering the facility pending any bona-fide investigation. In the event the volunteer is involved in any pending investigation, he/she will be advised in writing by the Commissioner of the reason administrative action is being taken. The reason may include the following:

- 1. Breach of Security
- 2. Breach of Confidentiality
- 3. Unlawful conduct with institutional rules and regulation
- 4. Improper contact with inmates/detainees
- 5. Physical or emotional illness
- 6. Not willing to cooperate with staff members
- 7. Not reliable in meeting program schedule
- 8. Any activity that threatens the facility's order or security of volunteer safety

# I. Recognition

Le . Has

Recognizing the contribution and achievement of a volunteer participant is very important to any volunteer program and as well as to the inmates/detainees. Certificates may be presented at a suitable ceremony to recognize any achievement or Commence of the State of the award.

and the state of t

Presentation of present the first section Water Carry Carry St. W.

### J. Other Information

Additional of the second of the second second Available volunteer programs for inmates/detainees will be posted in all housing pods and the Booking area. At no time shall volunteer programs be removed or modified without the approval of the Program Coordinator.

The DOC recognizes that applicable CNMI/Federal laws and provisions of the Personnel Service System Rules and Regulations preside over this policy and procedures.

o okang salik bana banagai santas 1948 bi Salihahas Sagara banggapa d <b>i sa</b> karawina	
Act of Act of	series and the series of the s
Gregdry (F.\Castro	ter passy plate in services of a law to Date
Director of Corrections	
	proceedings of the army out of the
Approved By:	12/107
LINO 3. Venority	Date
Commissioner of Correction	ns - de star aza las el tralicións el como de la composición del composición de la composición de la composición de la composición del composición de la com
galor to comment the first before grater	ल्ह्या राष्ट्र वर्षा स्टब्स्य हुन स्टब्स्
armanardo e processora arm tras contra	and the contract of the second of the second
and they have the second of the second of the second of	rario pra pera de la provincia de la compansión de la compansión de la compansión de la compansión de la compa
THE REPORT OF THE PROPERTY OF LIGHTER	ad la de la composição de
	ACT COL
	satisfies the first of the satisfies the sat
gillean of osciolar sales i adeleng ex-	The second secon
Apparatus (n. 1906). Substituti in terreta de la companya de la companya de la companya de la companya de la c La companya de la co	inti akasi ambulah dahasari kecapat
ing septiminan di kalangan persamban di kalangan di Kalangan bermanan di Kalangan bermanan di Kalangan berman Kalangan bermanan di Kalangan bermanan di Kalangan bermanan di Kalangan bermanan di Kalangan bermanan di Kalang	ryana ya Maraka wa maraka kuti gawa d
generally and continue garage and has an	त्यात्रके पुर्वानं स्वत्यात्रीय घटन केस्पर विकास
	9%14736 and
	radiates defeat a fection of
and the second second	en e ane dagenti alta e arene e tallo en e
	Month St. 1. Stephen and William (1969) and St.
	Butter of Assets and Assets
4 - 3	more and the second of the sec

The Board of the Committee of the Commit

THE POST OF THE PROPERTY AND THE FORE STATE